

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE DISTRICT OF MAINE

ANNOUNCEMENT NUMBER: MEP-2004-03

OPENING DATE: November 4, 2004

CLOSING DATE: December 10, 2004 (Application must be postmarked by Closing Date)

POSITION: (Title, Grade): U.S. Probation & Pretrial Services Officer (CPS CL 25/27/28)

ORGANIZATION LOCATION: U.S. Probation & Pretrial Services Office, 537 Congress Street, Suite 305, Portland, Maine

STARTING SALARY RANGE: \$33,711 (CL25/1) to \$58,665 (CL 28/25)

PROMOTION POTENTIAL: N/A

DUTIES AND RESPONSIBILITIES: This position is stationed at the United States Probation & Pretrial Services Office, Portland, Maine. The following are representative duties:

Investigates, prepares reports, and makes recommendations for sentencing of individuals to the court, which requires interviewing offenders and their families, as well as collecting background data from various sources – such as records checks, contacting schools, past employers, churches, civic organizations, etc. An integral part of this process is the interpretation and application of the U.S. Sentencing guidelines and relevant case law.

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications.

Analyzes any objections to the presentence report and determines appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment.

Contacts offenders through office and community visits and by telephone. Investigates employment/sources of income, life style and associates, which will help to assess risk and compliance factors. Responsible for detection of substance abuse and implementing the necessary treatment or violation proceedings of appropriate offenders.

Communicates with other organizations and persons concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions; reports violations to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court and parole hearings.

Conducts preliminary interviews and other investigations, as required. Maintains a detailed written record of case activity.

QUALIFICATION REQUIREMENTS: To qualify for a position of U.S. Probation & Pretrial Services Officer, a person must be a college graduate with a degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement. Prior to appointment, applicants considered for this position will undergo a full background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years. Applicants must be U.S. Citizens or eligible to work in the U.S. Employees are required to have EFT for payroll deposit.

HOW TO APPLY: All candidates are to submit a cover letter and resume and college transcript(s) to Deputy Chief U.S. Probation and Pretrial Services Officer, Marty Wahrer, at the address listed below.

FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT CONTACT: Suzanne Melton, (207) 780-3358 ext. 225, U.S. Probation and Pretrial Services Office, 537 Congress Street, Suite 305, Portland, ME 04101